

ACCOUNTING

DESCRIPTION

The Accounting Department provides financial services to county and School Board departments and ensures county compliance with legal, regulatory, and professional requirements. The department is comprised of five sections: financial systems, payroll, accounts payable, general accounting, and administration.

The goals of the department are to provide excellent financial services, to provide world-class customer

service, to ensure fiscal integrity, to be the first choice for employment, and to be the model for excellence in government.

All five of the department's goals directly support the goals of the county. Four of the five goals support goal 1, "to be exemplary stewards of the public trust" and goal 2, "to provide world-class customer service".

FINANCIAL ACTIVITY

	FY2002 Actual	FY2003 Adopted	FY2004 Biennial Planned	FY2004 Adopted	Change FY2003 to FY2004	FY2005 Projected	FY2006 Projected	FY2007 Projected
Personnel	\$2,031,013	\$2,131,100	\$2,144,200	\$2,250,400	5.6%	\$2,250,400	\$2,250,400	\$2,250,400
Operating	355,627	342,700	342,700	345,000	0.7%	345,000	542,800	548,000
Capital	<u>20,656</u>	<u>48,100</u>	<u>35,000</u>	<u>41,000</u>	-14.8%	<u>41,000</u>	<u>21,000</u>	<u>21,000</u>
Total	\$2,407,296	\$2,521,900	\$2,521,900	\$2,636,400	4.5%	\$2,636,400	\$2,814,200	\$2,819,400
Revenue	<u>865,037</u>	<u>916,900</u>	<u>929,300</u>	<u>941,200</u>	2.7%	<u>941,200</u>	<u>941,200</u>	<u>941,200</u>
Net Cost	\$1,542,259	\$1,605,000	\$1,592,600	\$1,695,200	5.6%	\$1,695,200	\$1,873,000	\$1,878,200
FT Pos.	38	38	38	38	0	38	38	38

BUDGET ANALYSIS AND EVALUATION

The department continues to work towards supporting the county's performance measurement system. To help provide world-class customer service, the department performs a customer satisfaction survey annually. The overall results from the FY2002 survey indicate that the department is continuing to do a good job of meeting the needs of its customers. The department has initiatives in place that should help improve in areas where opportunities are identified.

One such opportunity is improving on the timeliness and delivery of financial reports to customers. Even though the current financial systems have limitations in meeting customers' needs, the Accounting Department was able to implement a solution this past year that allows their customers, through the use

of the Intranet, to obtain timely financial information. The new application also offers customers the ability to download information into spreadsheets. This solution, referred to as Eports (electronic financial reports), has generated an estimated annual savings of 420 hours for county departments.

During FY2002, the department worked diligently to implement the professional accounting standards outlined in Governmental Accounting Standards Board Statement 34 (GASB 34). GASB 34 is perhaps the most significant change ever in governmental reporting. A key result of GASB 34 is that the Comprehensive Annual Financial Report (CAFR) will now include two financial statements in which the county's financial position and results of operations are summarized using the accrual basis of accounting

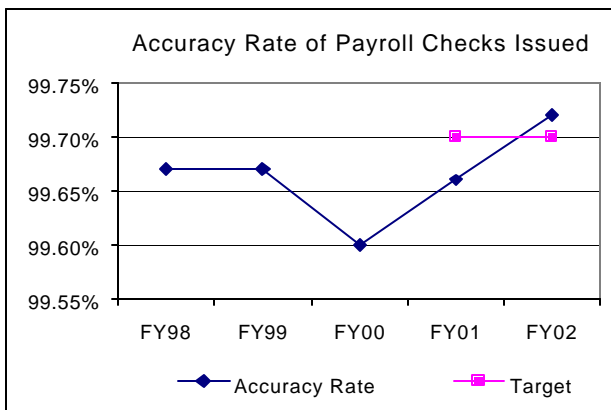
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similar to private-sector businesses. This allows readers to evaluate whether the county's overall financial status is improving, declining, or remaining constant. In addition, readers will be able to see the full costs of governmental functions and programs such as public safety and community development, and the degree to which each function raises revenue to cover its costs or the degree to which functions are

financed by taxes and general revenues. Readers also will be able to determine whether the county is financing the current year's service with revenues from the same year, resources accumulated from previous years, or costs passed on to future taxpayers. The successful implementation of GASB 34 was attributed to skilled staff, a commitment to quality, and teamwork.

HOW ARE WE DOING?

Goal: To provide excellent financial services. Supports countywide strategic goal numbers 1 and 2
Objective: Provide accurate payroll services that meet customers needs
Measure: Accuracy rate of payroll checks issued

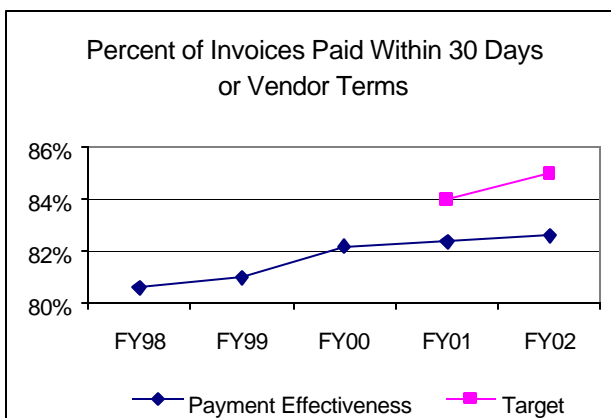


Initiatives

- Issue payroll policy and procedures
- Routine customer training
- Implement new Financial and Human Resources/Payroll System
- Updated business contingency plan

Note: Targets were not established for these measures for the period FY1998-FY2000.

Goal: To provide excellent financial services. Supports countywide strategic goal numbers 1 and 2
Objective: Ensure prompt and accurate payments for goods and services
Measure: Percent of invoices paid within 30 days or vendor terms



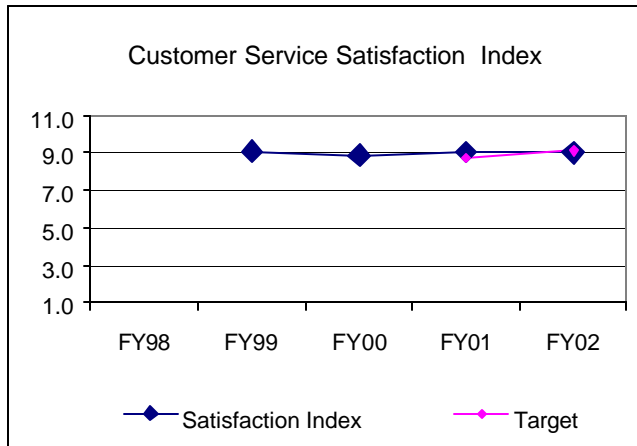
Initiatives

- Routine customer training
- Implement automated clearing house to pay selected vendors
- Purchasing card rollout
- Meet with key vendors to improve billing processes

Note: Targets were not established for these measures for the period FY98 - FY00.

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Goal: To provide world class customer service. Supports countywide strategic goal number 2
Objective: Continuously improve customer satisfaction
Measure: Internal customer satisfaction survey index (maximum score is 10)

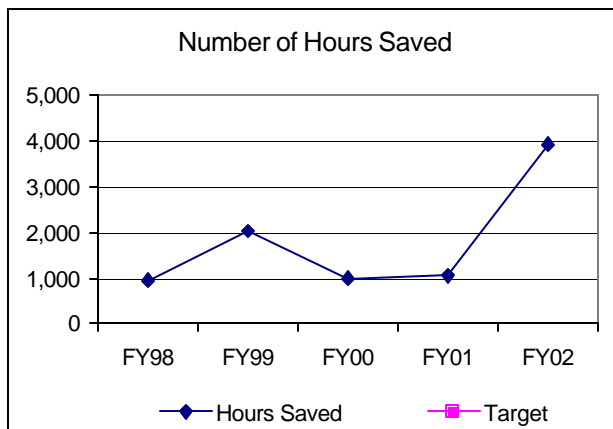


Initiatives

- Annual customer service training
- Review survey results and set goals for improvement
- Keep Intranet information updated
- Annually communicate organizational changes and revised customer service guide

Note: Targets were not established for this measure for the period FY1998 – FY2000.

Goal: To provide excellent financial services. Supports countywide strategic goal numbers 1 and 2
Objective: Continuously evaluate and improve processes to increase efficiency
Measure: Number of hours saved



Initiatives

- Improve success story form
- Implement Financial and Human Resources/Payroll System
- Encourage TQI class participation and application of skills
- Implement imaging system for accounts payable

Note: The target for this goal is to continue to have process improvements.

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WHERE ARE WE GOING?

A decision to move forward with a new financial and human resources/payroll system will create a challenge within the next few years for the Accounting Department. An implementation with such a large scope will certainly have an impact on the current staff's duties and workloads. The department will also be working to professionally develop employees and to define career paths. The Accounting Department is continually challenged

with the increase in demand for services from their customers.

Future projections include amounts for expected software maintenance increases to support the new financial and human resources/payroll system. In addition, the future year projections include operating funds for replacement PC's and fixed asset scanners.